and around the buildings, light and ventilation, proper layout of furniture and office equipment, etc. The Heads of Offices of other superior authorities should also inspect the premises at regular intervals to look into the adequacy or otherwise of the action taken in this regard and take appropriate action wherever necessary.

(iii) In respect of a building where a large number of offices are located, care-taking arrangement as envisaged in the previous para may not be workable and therefore a special arrangement will have to be evolved in this respect. In such a premises, the office occupying a major portion of the building should carry the responsibility for common services, maintenance of the building, cleanliness of the common areas, operation of the lifts, working of the canteen, etc. Care-taking within the space allocated to an individual office will, however, be the responsibility of that office. This special arrangement suggested above should, however, be worked out by the Offices located in such buildings in consultation with the Public Works Department or other authority incharge of the building;

(iv) Whenever an Inspecting authority visits the office, he should also invariably look into the cleanliness and maintenance of the building including the care taking arrangement and suggest improvements, wherever necessary.

2. The Heads of Departments and the Offices under their control are requested to take action as per the above instructions.

3. The Secretary to Government, Public Works and Electricity Department is also requested to issue specific instructions to the authorities of the Public Works Department to promptly carry out maintenance works of office buildings and to attend to the care-taking arrangements wherever they are concerned.

B. K. BHATTACHARYA,
Additional Secretary to Government I/c,
241 *General Administration Department.*

Revised Rules and Tariff for the occupation of Guest Houses at Bangalore, Mysore and Ooty—issues

READ :—

Government Order No. GAD 56 HMS 68 dated 22nd February 1969

ORDER No. GAD 35 HMS 73, BANGALORE, DATED THE 18TH NOVEMBER 1974.

In supersession of all the Orders issued so far relating to the occupation of Guest Houses, the following revised Rules and Tariff for the occupation of Guest Houses in the State are issued. This will come into force with effect from 1st December 1974.

By Order and in the name of the Governor of Karnataka,

N. A. MUTHANNA,
Deputy Secretary to Government,
265 *G.A.D (Political).*

ANNEXURE

Rules for Occupation of Government Guest Houses

1. (i) The Government of Karnataka maintain Guest Houses as in the Appendix 'A' at Mysore, Bangalore and Ooty for the use of V.I.Ps., State Guests, Ministers and Government Officials. Government Guest Houses are not open to members of the General Public, but, subject to accommodation being available, Government, may in their discretion, permit individuals other than those enumerated above, to utilise them on payment of the prescribed tariff.

(ii) Government reserve full discretion to refuse accommodation to any person without assigning any reason whatsoever.

Note:—Accommmodation will be made available in the Kumara Krupa Guest House, St. Mark's Road Guest House, Bangalore, Government House and Jaladarshini, Mysore only under specific orders of the General Administration Department.

2. (i) Applications for reservation of accommodation in (a) the Kumara Krupa Guest House and St. Mark's Road Guest House, Bangalore and (b) the Government House, Mysore should be addressed to the State Protocol Officer, General Administration Department (General-A), Vidhana Soudha, in charge of the Guest Houses and to the Divisional Commissioner, Mysore Division, Mysore respectively at least seven days in advance.

(ii) Applications for reservation of accommodation in the other Guest Houses in Mysore and Ooty should be addressed to the respective Managers, well in advance and at any rate, at least three days before the accommodation is required. No notice will be taken of applications not received in time nor will any reply be sent.

Note :—Reservation during 'Season', *i.e.* from 1st March to 30th June and from 1st September to the end of October in the Guest Houses at Ooty will be done by the General Administration Department.

(iii) Any accommodation reseved for a person other than a Minister or a Government servant on duty, is subject to the condition that it shall be vacated on 24 hours notice, if so required by the Manager-in-charge.

(iv) No person shall occupy a Guest House for a period of more than 7 days without the previous permission of the State Protocol Officer, General Administration Department (General-A) or the Divisional Commissioner, Mysore Division, Mysore as the case may be.

3. A register will be kept in each Guest House and the Guests are requested to note their names, address, time of arrival and departure, whether their stay is official or private and the charges paid.

4. The tariff for the occupation of the Guest Houses is noted below. Service charges of Re. 1 per day per guest will be levied in addition, for room service for each meal.

CHARGES

Name of the Guest House	Lodging charges per day		
	Per Guest	Per two guests	Extra guest
VIP GUEST HOUSES :	Rs.	Rs.	Rs.
Kumara Krupa Guest House, Bangalore	VIP Suites 40	75	20
Government House, Mysore.	Ordinary rooms. 20	35	10

1	2	3	4
CLASS 'A'			
SUDARSHANA, OOTY.			
During season	30	50	15
During off season.	20	35	10
RIDGE HOUSE, MYSORE.	20	35	10
CLASS 'B'			
St. Mark's Road Guest House, Bangalore Chamundi House, Mysore Jaladarshini, Mysore. Officers' Quarters, Mysore. Kumara Krupa Cottage, Bangalore	15	25	7-50
KARNATAKA HOUSE, OOTY			
Room No. 1	25	45	12-50
Other Rooms.	20	35	10
CLASS 'C'			
Sudarshana Cottage, Ooty — During off season.	10	16	5
Karnataka House Cottage, Ooty — During season.	15	25	7-50
CLASS 'D'			
Secretariat Staff Quarters, Mysore			
Room No. 4	5	8	2-50
Room No. 5	4	6	2-00
Room Nos. 1, 2, 3, 6 to 13.	3	-	1-50

Note: (i) Boarding is optional.
(ii) Private cooking in the premises of a Guest House is strictly prohibited

5. (i) The Ministers, Ministers of State, Deputy Ministers of Karnataka Government, Chairman and Deputy Chairman, Karnataka Legislative Council, Speaker and Deputy Speaker, Karnataka Legislative Assembly, Karnataka Government officers on duty, Chairman and Members of Karnataka Public Service Commission occupying the Guest Houses and officers of the Karnataka Khadi and Village Industries Board, occupying the Chamundi House, Mysore will be charged at 50 per cent of the rates prescribed for lodging.

(ii) The Staff borne on the personal establishments of the Ministers, Ministers of State, Deputy Ministers of the State Government, Speaker, Deputy Speaker, Karnataka Legislative Assembly, Chairman and Deputy Chairman, Karnataka Legislative Council are exempted from payment of the prescribed charges towards their lodging in the Guest Houses at Bangalore and Mysore when they are required to stay in the Staff quarters attached to these Guest Houses while accompanying the Ministers on tour.

(iii) The Government servants on duty except Class IV Servants, who will be provided with accommodation in the Staff Quarters attached to the Guest Houses at Mysore and Bangalore, will be charged Rs. 2-50 per day per person.

Note:— When a person entitled to the concession occupies a double room with a person not entitled to the concessional rate, each will pay half the rates applicable to him. Thus a Government servant on duty accompanied by a member of his family and staying in double room will pay :

1. Government servant .... Half the lodging charges.
2. Family Member .... Half the prescribed rate for a double room

6. The Officers of Government of India and other State Governments who visit the State on Official duty will be charged as follows :—

	Per day Per Guest.	*Per day Per two Guests*	*Per day Extra Guest*
VIP Guest Houses :			
VIP Suites.	40	75	20
Ordinary rooms.	14	20	...
Class—A ...	14	20	7
Class—B	10	16	5

Tariff for Food

7. Tariff for food applicable to casual Visitors :

	VIP Menu		*Ordinary Menu*	
	Non-Veg.	Veg.	Non-Veg.	Veg.
Chota ...	2-50	2-50	2-00	2-00
Breakfast ...	6-00	4-00	4-50	3-50
Lunch ...	25-00	20-00	20-00	16-00
Tea ...	4-00	3-50	3-50	2-50
Dinner ...	25-00	20-00	20-00	16-00
	62-50	50-00	50-00	40-00

Tariff for snacks will be as in Appendix 'C"

8. Tariff for food applicable to Officers of Government of India and other States who visit the State on official duty as also the Ministers, Ministers of State, Deputy Ministers, Speaker, Legislative Assembly, Chairman, Legislative Council, Deputy Speaker and Deputy Chairman and State Government Officers on duty will be as follows :—

	Rs.
Morning Tea/Coffee ...	1-50
Chota	
Breakfast ...	3—50
Lunch ...	9—00
Tea ...	2—00
Dinner ...	9—00
	25—00

9. Applications for reservation of accommodation in Karnataka Government Guest Houses at Ooty during "Season" should be accompanied by an advance equal to full charges payable for the period of reservation and this advance will be refunded, if the accommodation reserved is not made use of or cancelled by a written notice of seven clear days.

10. The concessional rates for lodging allowed to the Government Officers on duty under the Rule 5 (i), (iii), 6 and 8 will be allowed for a maximum period of ten days and thereafter full rates for lodging will be charged.

Note : State Government Officers on transfer during their 'transit stay' in the Government Guest Houses are allowed the concessional rates for lodging for a maximum period of 30 days.

11. Reservations shall be, except in the cases of Ministers, Ministers of State, Deputy Ministers, Speaker, Deputy Speaker, Legislative Assembly, Chairman and Deputy Chairman, Legislative Council and Government Officers on duty subject to payment of an advance of 50 per cent of the full charges payable for the period of reservation, which will not be refunded if the accommodation reserved is not made use of or cancelled by written notice of 48 hours.

12. Advance amount has to be sent by Bank Draft or Money Order (Cheques are not acceptable) to the Manager in-charge of the concerned Guest House, immediately and if the said amount is not paid within 3 days from the date of the communication, the reservation stands cancelled.

13. A day is reckoned as 24 hours from time of arrival. For stay of 12 hours or less initially or in continuation of 24 hours stay, half the lodging charges will be levied; persons occupying rooms for the night shall however, pay full lodging charges.

Note: (1) Under this rule Guests occupying the rooms even for very short periods shall have to pay half the charges for lodging when once the rooms are occupied by them.

(2) Charges will also be levied for every additional occupancy of 24 hours or a fraction thereof, provided that, if such fraction relates to period between 6-00 A. M. and 9-00 P. M. and is less than 12 hours only, half the charges will be levied therefor.

14. When a Guest occupies a double room exclusively for himself/herself and refuses to allow the Management to accommodate others therein, he/she will be liable to pay full lodging charges applicable to the room. Similarly, the Guests will have to pay full lodging charges for the period the rooms are locked by the Guests even though these are not occupied by them.

15. Children under 12 years will be charged half the rates and children below three years will not be charged, except for articles of food such as milk, biscuits etc., taken.

16. Kumara Krupa will be reserved for VIPs and other State Guests at all times.

17. An inventory of furniture and other articles kept in each room will be displayed prominently in the rooms. Guests are responsible for any losses, breakages or damages done by themselves or by their servants, to the building, the furniture, electrical fittings or other articles such as linen, crockery, cutlery etc., and they shall make good the loss before they vacate the Guest Houses.

18. The services of a Dhobi are available in all the Guest Houses on payment basis.

19. The Guests are requested not to utilise the services of the Guest House Staff for private work outside the premises, as they are intended only for work in Guest Houses.

20. All bills due to the Guest Houses should be settled in cash before the Guests vacate the building. They are specially requested not to tip the rooms boys but may drop the tip money in the 'Tip Box' which will be in the custody of the Officer-in-charge and make an entry in the Register maintained for the purpose.

21. Generally, persons against whom amounts are outstanding in respect of Board, Lodge, Transport or Telephone charges of Guest Houses will not be provided with accommodation in any State Guest House unless they have paid the amounts due by them.

22. Each Guest House is provided with a telephone. Guests using the telephone for trunk calls will enter the required particulars in the Register maintained for the purpose. Charges should be paid for trunk calls at the rates to be ascertained by the Manager from the Telephone Department. The Government of India Liaison Officers accompanying the VIPs when they book Trunk Calls will be required to sign in the Trunk Call Register, for eventual recoupment from the Government of India.

No phonograms should be sent from the telephone in the Guest Houses except in the case of Officers of the Hospitality Department.

APPENDIX 'A'

BANGALORE	Kumara Krupa Guest House and St. Mark's Road Guest House.
MYSORE	Government House, Chamundi House, Ridge House, Officers Quarters, Jaladarshini, Secretariat Staff Quarters.
OOTY	Karnataka House and Cottage, Sudarshana and Cottage.

APPENDIX 'B'

All major heads of departments of State Government are entitled for accommodation in the Officers' Quarters, Mysore.

Subject to availability, accommodation may also be released for Deputy Commissioners and other minor heads of departments of the State Government, on duty but priority will be given to the Officers mentioned above. Also accommodation provided for Officers other than those mentioned above will be on the condition that the accommodation will be vacated on 24 hours notice.

APPENDIX 'C'

Tariff for the snacks served in the Government Guest Houses will be as follows:—

Particulars	*Rate*
	Rs.
Coffee-per cup	0—75
Tea/Milk-per cup	0—60
Fresh Lime Juice per glass	0—75
Fresh Orange Juice-per glass Sweet Lime Juice-per glass	1—25
Soda each	0—75
Mysore Pak Jamoon etc.-per piece	1—00
Squash (bottled juice)-per glass	1—00
Biscuits-each	0—20
Assorted Cakes-each	0—75
Potato chips/Wafer /Finger chips-per plate	1—00
Sandwiches-Vegetarian-per dozen	4—00
Sandwiches-Mutton/Eggs-per dozen	5—00
Sandwiches-Chicken-per dozen	6—00
Sandwiches-cheese-per dozen	5—00
Mutton Puffs-per dozen	7—50
Omelette/Eggs-per plate	1—50
Vegetable puffs-per dozen	6—00
Bread and butter-per 2 slices	1—00
Mutton chops with vegetables-per plate.	5—00
Vegetable salad-per plate	0—75
Chicken curry and rice-per plate	5—00
Mutton curry and rice-per plate	5—00
Fish curry and rice-per plate	4—00
Vegetable curry and rice-per plate	3—00
Mutton cutlets (2 pieces)-per plate	4—00
Fish cutlets (2 pieces)-per plate	3—00
Vegetable cutlets (2 pieces)-per plate	3—00
Avalakki (Chouda)-per plate	0—75
Pakoda-per plate	0—80
Khara Boondi-per plate	0—60
Beeda-each	0—40
Bread and butter with jam/Marmalade (2 pieces-per plate)	1—00
Cornflakes-per plate	1—00
Soup-Non-vegetarian-per cup	2—00
Soup-vegetarian-per cup	1—50
Chapathi with Vegetables (2 Nos.)-per plate	1—00
Ordinary pudding-per pudding	1—50
VIP Pudding-per pudding	4—00
Kesari Bhath-per plate	1—25
Khara Bhath-per plate	1—00
Bisi-Bele-Bath-per plate	1—00
Idlee and Sambar (2 Nos)-per plate	0—60